Reference D: Year 2000 Checklists, Worksheets, and Templates

This reference document contains sample checklists, worksheets, and templates. **Table D-1** presents a matrix to help you determine which job aids will be most helpful to your project and where they are located in this document.

Table D-1: Year 2000 Checklists, Worksheets, and Templates Title and Purpose Matrix

Title	Purpose	Page
General Accounting Office (GAO) Year 2000 Program Assessment Checklist	A GAO audit of HUD Year 2000 renovation efforts is highly likely. Use this group of checklists from GAO to ensure that your renovation project meets General Accounting Office guidelines. (This checklist was drawn from the GAO Document GAO/AIMD-10.1.14, Year 2000 Computing Crisis: An Assessment.)	D-3
Year 2000 Inventory Components Checklist	Use this checklist to identify a single application and to verify that all needed source statements are located.	D-7
HUD Year 2000 Renovation Programmer's Checklist	Use this checklist to verify that all necessary date changes have been completed for a module.	D-9
Program Improvement/Changes	Use this worksheet to describe the changes being made to a given program.	D-11
Conversion/Bridge Template Specification	Use this sample conversion/bridge template specification to plan and design a bridge program.	D-13
Test Review Coversheet/Checklist	Use this coversheet worksheet to verify that necessary documentation and testing tasks have been completed for a test.	D-19
Test Cycle Descriptions Worksheet	Use this worksheet to define the tasks to be performed during a test cycle.	D-21
Test Conditions Worksheet	Use this worksheet to specify and confirm expected test results.	D-23
Test Data Input/Output	Use this worksheet to describe datasets to be used and produced in a test.	D-25
Subsystem Implementation Schedule Form	Use this sample implementation schedule as a model template to produce detailed instructions on the sequence of steps needed to install a modified release package.	D-27
Subsystem Release Package Backout Procedure	Use this sample procedure format to produce a contingency plan to be followed when newly implemented upgrades/changes must be removed.	D-29

Use these checklists, worksheets, and templates as models for tailoring your own project-specific job aids. These samples are provided as a reference only; they were designed to offer ideas and to serve as baseline forms which can be tailored and altered to fit your specific project. (Using them as they are presented here is certainly possible, but they may lack critical information for your specific project.)

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GAO Year 2000 Program Assessment Checklist

Purpose: A GAO audit of HUD Year 2000 renovation efforts is highly likely. Use this group of checklists from GAO to ensure that your renovation project meets General Accounting Office guidelines. (This checklist was drawn from the GAO Document GAO/AIMD-10.1.14, *Year 2000 Computing Crisis: An Assessment*.)

Agency Year 2000 Program Phase Activity

- ❑ Awareness
- ❑ Assessment
- ❑ Renovation
- ❑ Validation
- ❑ Implementation
- ❑ Program Management

Awareness Checklist

Yes	No	
		Has the agency defined and documented the potential impact of the year 2000 problem?
		Has the agency conducted a year 2000 awareness campaign?
		Has the agency assessed the adequacy of its program management policies, capabilities, and practices, including configuration management, program and project management, and quality assurance?
		Has the agency developed and documented a year 2000 strategy?
		Is the year 200 strategy supported by executive management?
		The agency has either a: ❑ Year 2000 Policy Directive or ❑ Year 2000 Program Charter?
		Has the agency established an executive management council or committee to guide the year 2000 program?
		Has a program manager been appointed and a year 2000 program office been established and staffed?
		Has the agency identified technical and management points for contacts in core business areas?

Assessment Checklist

Yes	No	
		Has the agency defined year 2000 compliance?
		Has the agency identified core business areas and processes and assessed the potential impact of year 2000-induced failures for each area and process?
		Has the agency assessed the severity of the impact of potential year 2000-induced failures for each core business areas and associated processes?
		Has the agency conducted a comprehensive enterprise-wide inventory of its information systems?
		The agency has: ❑ System inventory listing components and interfaces for each system and ❑ Comprehensive plan to identify and eliminate obsolete code?
		Has the agency developed a comprehensive automated system portfolio? The agency's portfolio identifies: ❑ Links to core business areas or processes, ❑ Platforms, languages, database management systems, ❑ Operating system software and utilities, ❑ Telecommunications, ❑ Internal and external interfaces, ❑ Owners, and ❑ The availability and adequacy of source code & associated documentation?
		Has the agency analyzed its system portfolio and identified for each system: ❑ Non-repairable items (lack of source code or documentation), and ❑ Conversion or replacement resources required for each platform, application, database management system, archive, utility or interface?
		Has the agency prioritized its system conversion and replacement program? The agency's prioritization process includes: ❑ Ranking by business impact, ❑ Ranking by anticipated failure date, and ❑ Identification of applications, databases, archives, and interfaces that cannot be converted because of resource and time constraints.
		Has the agency established year 2000 project teams for business areas and major systems?
		Has the agency developed a year 2000 program plan?
		The agency 's program plan includes: ❑ Schedules for all tasks and phases, ❑ Master conversion and replacement schedule, ❑ Assessment and selection of outsourcing options, ❑ Assignment of conversion or replacement projects to project teams ❑ Risk assessment, and ❑ Contingency plans for all systems.
		Has the agency identified and mobilized required resources and capabilities?
		Has the agency developed validation strategies and testing plans for all converted or replaced systems and their components?
		Has the agency analyzed and identified requirements for a year 2000 test facility?
		Has the agency identified and acquired year 2000 tools?
		Has the agency considered implementation scheduling issues? The agency's program plan addresses: ❑ Where conversion will take place (data center or off-site location), ❑ Time needed to place converted systems into production, and ❑ Conversion of backup or archived data.
		Has the agency addressed interface and data exchange issues? The agency has: ❑ Analyzed dependencies on data provided by other organizations, ❑ Contacted all entities with whom it exchanges data, ❑ Identified the need for data bridges or filters, *(continued on next page)*

Assessment Checklist

Yes	No	
		(Continued from previous page) ❑ Made contingency plans if no data are received from external sources, ❑ Made plans to determine that incoming data are valid, and ❑ Developed contingency plans to handle invalid data.
		Has the agency developed contingency plans for critical systems and activities?
		Does the impact assessment document identify year 2000 vulnerable systems and processes outside the traditional information resource management area that may affect the agency's operations?
		The assessment document addresses the impact of potential year 2000 induced failure of: ❑ Telecommunication systems, including telephone and data networks switching equipment, and ❑ Building infrastructure?

Renovation Check List

Yes	No	
		Is the agency meeting its budget and schedule in the conversion of targeted applications, platforms, databases, archives, or interfaces?
		Is the agency meeting its budget and schedule in developing bridges and filters to handle non-conforming data?
		Is the agency meeting its budget and schedule in the replacement of targeted applications and system components?
		Is the agency documenting all code and system modifications and using configuration management to control changes?
		Is the agency scheduling unit, integration, and system tests?
		Is the agency meeting its budget and schedule in eliminating target applications and system components?
		Is the agency communicating the changes to its information systems to all internal and external users?
		Is the agency tracking the conversion and replacement process and collecting and using project metrics to manage the conversion and replacement process?
		Is the agency sharing information among year 2000 projects? The agency is disseminating: ❑ Lessons learned, and ❑ Best practices?

Validation Checklist

Yes	No	
		Has the agency developed and documented test and validation plans for each converted or replaced application or system component?
		Has the agency developed and documented a strategy for testing contractor-converted or replaced applications or system components?
		Has the agency implemented a year 2000 test facility?
		Has the agency implemented automated test tools and scripts?
		Has the agency performed unit, integration, and system test on each converted or replaced component?
		The agency's testing procedures include the following types of tests: ❑ Regression, ❑ Performance, ❑ Stress, and ❑ Forward and backward time?
		Is the agency tracking the testing and validation process and collecting and using test metrics to manage the testing activities?
		Has the agency initiated acceptance tests?

Implementation Checklist

Yes	No	
		Has the agency defined its transition environment and procedures?
		Has the agency developed and documented a schedule for the implementation for all converted or replaced applications and system components?
		Has the agency resolved data exchange issues and interagency concerns?
		Has the agency dealt with database and archive conversion?
		Has the agency completed acceptance testing?
		Has the agency developed contingency plans?
		Has the agency updated or developed disaster recovery plans?
		Has the agency reintegrated the converted and replaced systems and related database into the production environment?

Program and Project Management Checklist

Yes	No	
		Has the agency established a year 2000 program management structure?
		Based on the assessment of its program management capabilities, has the agency developed and implemented policies, guidelines and procedures to manage a major program?
		The agency's policies, guidelines, and process include: ❑ Configuration management, ❑ Quality assurance, ❑ Risk management, ❑ Project scheduling and tracking, ❑ Metrics, and ❑ Budgeting.
		Is the agency monitoring the year 2000 program to ensure that projects are following required policies and procedures for configuration management, project scheduling and tracking, and metrics?

Year 2000 Inventory Components Checklist

Purpose: Use this checklist to identify a single application and to verify that all needed source statements are located.

Configuration Control: Information	❑ Application Name:
	❑ System Code:
	❑ Point of Contact:
	❑ Source Code Location:
Unisys:	❑ Source:
	❑ Assembler:
	❑ Procs:
	❑ DPS Form Screen:
	❑ MAPPER Run:
	❑ Batch:
	❑ ECL:
	❑ Natural:
Hitachi:	❑ Source:
	❑ COPYLIB:
	❑ MAPS:
	❑ DCLGENS:
	❑ BINDS:
	❑ JCLLIB:
	❑ PROCLIB:
	❑ LOADLIB:
	❑ PSBS:
	❑ DBDs:
PC/LAN:	❑ Data Structures (DBF files)
	❑ Source (PRG, C, CPP, FRM, RPT Files)
	❑ Custom Header Files (CH files)
	❑ Custom #Include Files
	❑ Make Files (RMK, MAK)
	❑ Link Files (LNK)
	❑ Third Party Libraries (FUNCKY)
	❑ Third Party Library Headers, Includes (CH)
	❑ BAT Files (COMPILE, LINK)
	❑ Any Interface File Formats
	❑ Documentation
	❑ Phone Number of A Responsible, Knowledgeable Party
	❑ Security Override Information (User Name & Password)
	❑ Sample Data

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Renovation Programmer's Checklist

Purpose: Use this checklist to verify that all necessary date changes have been completed for the module.

Configuration Control Information:

Module ID:	
Module Name:	
Work Unit ID:	
Programmer:	
Release:	
Start Date:	
End Date:	
Budgeted Hours:	
Actual Hours:	
Signed-off by:	**Name:**
	Initial Sign Off:

General Guidelines

Instructions: Check the boxes according to the following criteria:
Yes if step performed resulted in code changes.
No if step performed did not result in code changes.
N/A if the step is not applicable.
Verified when you are done.

Yes	No	Verified	N/A	Steps / Changes	Deliverables / Samples	Notes:
❑	❑	❑	❑	Print and Review Input Documents	Work Unit	
❑	❑	❑	❑	Get source code from _____ (standard library or configuration management tool), writable with lock. Check out all pieces needed—copylibs, JCL/ECL, and so on. Place code in programmer's development library.	Source Code	
❑	❑	❑	❑	Renovate Code Update the programmer's change log. Incorporate design changes. If you are going to modify a working storage copybook, inform lead analyst before any changes. Document changes to copybooks.	Updated Source Code	
❑	❑	❑	❑	Get test package: Test Data Expected Results	Component Testing Materials	Use templates
❑	❑	❑	❑	Execute program and test. Review code changes. Use Year 2000 test condition lists. Run file compare programs. Use templates for actual results.	Updated Source Code Actual Results	
❑	❑	❑	❑	Retest code until all errors are fixed. Review common point sheet for typically encountered errors. Year 2000 test conditions executed successfully. Expected results = actual results.	Component Testing Deliverables	
❑	❑	❑	❑	Save test results	Component Testing Deliverables	
❑	❑	❑	❑	Check source code back into library or configuration management system.	Component Testing Deliverables	

Yes	No	Verified	N/A	Steps / Changes	Deliverables / Samples	Notes:
❑	❑	❑	❑	Complete test documents and move to network subdirectory .._____	Component Testing Deliverables	
❑	❑	❑	❑	Submit for Sign-off. Modify accordingly.	Component Testing Exit Checklist	
❑	❑	❑	❑	Complete remaining documentation. (Operations, user impact, interface change, etc.)	Component Testing Deliverables	
❑	❑	❑	❑	Complete migration request to move to next level of testing.	Component Testing Exit Checklist	

Year 2000 Date Issues

Instructions: Check the boxes according to the following criteria:
Yes if step performed resulted in code changes.
No if step performed did not result in code changes.
N/A if the step is not applicable.
Verified when you are done.

Yes	No	Verified	N/A	Steps / Changes	Deliverables / Samples	Notes:
❑	❑	❑	❑	Replace all calls to non-Year 2000 compliant date routines with calls to Year 2000 compliant date routines. Enumerate where and what old date routines were changed for this module.		
❑	❑	❑	❑	Perform error validation after each call to Year 2000 compliant date routines.		
❑	❑	❑	❑	Expand date fields with 2-digit year representation to hold century. Reference SystemVision 2000 or other analysis reports for date impacted items. Once all dates have been identified and an approach has been decided (expand or window): ➤ Expand Dates used in Arithmetic Operations (+, -, /, *, COMPUTE). ➤ Expand Dates used in Conditions (>, <, >=. <=). ➤ Expand Dates used in Internal Sort (SD, Sort Key). **Note:** If date field is a work variable then expand/redefine that same variable Else Move Date field to a work variable and use that variable when computing/comparing. Make sure all computes and compares are changed to use newly defined work variable. Check for all working storage group areas that include date fields. These group fields are used in computations, comparisons, and sorts. Add a corresponding century field for every date field used as key for sorts at the end of sort records.		
❑	❑	❑	❑	Replace all format conversions and inline date field validation with calls to Year 2000 compliant date routines.		
❑	❑	❑	❑	Delete all inline century derivation logic.		
❑	❑	❑	❑	Delete hard coded century values.		
❑	❑	❑	❑	Define date values under literals group of WS.		
❑	❑	❑	❑	Define new date variables based on the existing date field names.		
❑	❑	❑	❑	Delete special checks for year 00.		
❑	❑	❑	❑	Convert all ACCEPT statements to call the Year 2000 date routine.		

Program Improvement-Change Worksheet

Purpose: Use this worksheet to describe the changes being made to a given program.

Configuration Control Information:

System Name:	
System Acronym:	
Project Number:	
Program ID:	
Author:	
Date:	

Program Improvements and Change Tracking:

Change Package ID	Description of Improvement-Change

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Conversion/Bridge Template Specification

Purpose: Use this sample conversion/bridge template specification to plan and design a bridge program.

Configuration Control Information:

Conversion/Bridge Template ID:	
Conversion/Bridge Template Name:	
Datafile/Database Type:	
Datafile/Database Description:	
Designer/Analyst:	
Date:	
Signed Off By:	

Description of Conversion Template Functionality:

Use this template for a bridge program that handles only a sequential file including a single record type.

Template Specification:

This template specification consists of these parts:

- Program,
- B. JCL,
- C. PROC, and
- D. Recovery Job.

A. Program

This program includes:

- Identification Division,
- Environment Division,
- Data Division, and
- Procedure Division.

Identification Division:

Program Name:	

Environment Division:

File Control

Select the following files:

File Name	Assignment	File Status
INPUT-FILE	DATE-FILE-IN	WS-STATUS-IN
OUTPUT-FILE	DATE-FILE-OUT	WS-STATUS-OUT

File Section

Define input and output files with the same layouts (copybook name):

- **Recording mode is F.**
- **Label records are standard**
- **Block contains 0 records.**

Data Division

Working Storage Section

Steps:

1. Define **WS-FILE-STATUS.**
2. Define **WS-LITERALS**.
3. Define **WS-CONSTANTS**.
4. Define **ABNPGM-DATA**.

1. Define WS-FILE-STATUS.

Fieldname	Type	Value
WS-STATUS-IN	PIC X(2)	
WS-STATUS-OUT	PIC X(2)	

2. Define WS-LITERALS.

Fieldname	Type	Value
ABNPGM	PIC X(8)	'ABNPGM'

3. Define WS-CONSTANTS.

Fieldname	Type	Value

4. Define ABNPGM-DATA.

Field Name	Type	Value
USER-CODE	PIC S9(8) COMP	+0
DUMP-CODE	PIC X	'D'

5. Define the century field

```
01 WS-DATE1.
     03 WS-DATE1-CC        PIC 99.
     03 WS-DATE1-YR        PIC 99.
     03 WS-DATE1-MON       PIC 99.
     03 WS-DATE1-DAY       PIC 99.
```

6. Include the copybooks for the record layout.

Procedure Division **(Hint: Refer to date routine documents if needed.)**

```
0100-MAINLINE.
➤ Perform 1000-HOUSEKEEPING.
➤ Perform 2000-PROCESS-TRANS.
➤ Perform 4000-WRAP-UP.
➤ Stop run.

1000-HOUSEKEEPING.
➤ Open input and output files.
➤ If file-status not equal to zero, call 9000-ABEND-OPEN-FILE.
➤ Perform 8000-READ-DATE-FILE.

2000-PROCESS-TRANS.
➤ Move input record to the output record.
➤ Perform 2100-CONV-DATE1
➤ Perform 2200-CONV-DATE2
➤ Perform 2300-CONV-DATE3
➤ Perform 2400-CONV-DATE4
➤ Perform 2500-CONV-DATE5
➤ Perform 2600-CONV-DATE6
➤ Perform 2700-CONV-DATE7
➤ Perform 2800-CONV-DATE8
➤ Perform 2900-CONV-DATE9
➤ Perform 3000-CONV-DATE10
➤ Perform 3100-CONV-DATE11
➤ Perform 3200-CONV-DATE12
➤ Perform 3300-CONV-DATE13
➤ Perform 3400-CONV-DATE14
➤ Perform 3500-CONV-DATE15
➤ Perform 3600-CONV-DATE16.
➤ Perform 3700-CONV-DATE17
➤ Perform 8100-WRITE-DATE-FILE.

2100-CONV-DATE1.
➤ *IF WS-DATE1-YY > 75
➤ *   MOVE 19 TO WS-DATE1-CC
➤ *ELSE
➤ *   MOVE 20 TO WS-DATE1-CC
➤ *END-IF
```

*Note: WS-DATE1-CC is defined as the century field of the output record.

```
2200- to 3700-
➤ Perform the same steps as 2100-CONV-DATE1. Instead of the
  field DATE1, use the appropriate fields to be converted.
```

4000-WRAP-UP.

- Close input and output files.
- If file-status not equal to zero, call 9300-ABEND-CLOSE-FILE.

8000-READ-DATE-FILE.

- Initialize input file record.
- Read input file into DATE-FILE-RECORD at end call 9100-ABEND-READ-FILE.

8100-WRITE-DATE-FILE.

- Write output file from DATE-FILE-RECORD of output file.
- If file-status not equal to zero, call 9200-ABEND-WRITE-FILE.

9000-ABEND-OPEN-FILE.

- Display 'OPEN ERROR ON DATE FILE'.
- Display 'FILE STATUS IS' + file status.
- Move open-user-code to USER-CODE.
- Perform 9999-ABEND-ROUTINE.

9100-ABEND-READ-FILE.

- Display 'EMPTY DATE FILE'.
- Move empty-file-user-code to USER-CODE.
- Perform 9999-ABEND-ROUTINE.

9200-ABEND-WRITE-FILE.

- Display 'WRITE ERROR ON DATE FILE'
- Display 'FILE STATUS IS' + file-status.
- Move write-user-code to USER-CODE.
- Perform 9999-ABEND-ROUTINE.

9300-ABEND-CLOSE-FILE.

- Display 'CLOSE ERROR ON DATE FILE'
- Display 'FILE STATUS IS' + file-status.
- Move close-user-code to USER-CODE.
- Perform 9999-ABEND-ROUTINE.

9999-ABEND-ROUTINE.

- Call ABNPGM using ABNPGM-DATA.

B. JCL

- Copy JCL, from an existing JCL to new JCL name.
- Replace 'PROD' with 'TEST'.
- Replace JCL name with new JCL name.

C. PROC

- Copy JCL, from an existing JCL to new JCL name. (Used as pattern.)
- Delete the steps not needed.

Step 1: Backup date file.

- Ex. Filename of Date file is DATEFILE.
- Create a copy and name it DATEFILE.OLD.

Step 2: Convert date file.

- Infile is the DATEFILE (DATE-FILE-IN).
- Outfile is the new date file (DATEFILE.NEW) with date field expansion(DATE-FILE-OUT).

Step 3: Rename new date file to original filename.

- Rename DATEFILE.NEW to DATEFILE

Step 4: Error Messages, if any.

D. RECOVERY JOB

- Copy the old date file to the original date filename
- Copy DATEFILE.OLD to DATEFILE.

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Test Review Coversheet Worksheet

Purpose: Use this coversheet worksheet to verify that necessary documentation and testing tasks have been completed for a test.

Configuration Control Information

System Name:	
System Acronym:	
Project Number:	
Author:	
Date:	

Program ID Test Summary

Program ID:	
Test Type/Cycle:	
Test Summary:	

Test Documentation Review Checklist

Included?		
Yes	**No**	**Documentation Package Contents**
❑	❑	Cycle Descriptions Worksheets?
❑	❑	Test Conditions / Expected Result?
❑	❑	Input Data / Test Data?
❑	❑	Actual Results?
❑	❑	Other information? If so, specify:

Test Review Sign-Off

Test Element	Tester Name	Tester Initials	Date Performed
Test Plan Review:			
Points/Open Issues Resolved:			
Test Completed:			

Test Considerations

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Test Cycle Descriptions Worksheet

Purpose: Use this worksheet to define the tasks to be performed during a test cycle.

Configuration Control Information

System Name:	
System Acronym:	
Project Number:	
Program ID:	
Author:	
Date:	

Program ID and Cycle

Cycle Number	Cycle Description

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Test Conditions Worksheet

Purpose: Use this worksheet to specify and confirm expected test results.

Configuration Control Information

System Name:	
System Acronym:	
Project Number:	
Program ID:	
Author:	
Date:	

Program ID and Test Conditions Worksheet

Cycle Number	Condition Number	Condition Description	Expected Results	Actual Results	Sign Off	
					Name	Initials

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Test Data Input/Output Worksheet

Purpose: Use this worksheet to describe datasets to be used and produced in a test.

Configuration Control Information

System Name:	
System Acronym:	
Project Number:	
Author:	
Date:	

Test Data Input/Output Table

Cycle Number	Input/Output	Dataset Name	Description	Record Length	Field Changes

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Subsystem Implementation Schedule Form

Purpose: Use this sample implementation schedule as a model template to produce detailed instructions on the sequence of steps needed to install a modified release package.

YEAR2000 Release Package Implementation Schedule for <Subsystem>

Monday, August 12, 1997

Daytime **John Smith:**

Arrange for the Saturday evening (06:00 pm) startup of <job> **to be put on hold until we call operations to release. Schedule with James Doe and get schedule ID.**

> **Note:** (Talked to James Doe on 8/7/97. He said operations will have the schedule on hold and we will call to release.)

Friday, August 16, 1997

Daytime **John Smith and Patrick Johnson:**

1. Send E-Mail with list of programs being installed.
2. Check programs for production copybook names.
3. Rename production versions of programs and copybooks with MMDD suffix.
4. Rename the test version to the production name.
5. Change the level to one more than the old production level.
6. Change the status from test to production.
7. Perform CAPIS procedure for on-line programs (I.T.5).

Saturday, August 17, 1997

3:15 pm **Start after <job1> and <job2> have finished:**

1. Have operations close **OXDDATE,OXDSYS**.
   Instructions for close and open:
   FbXX112B,#CLObOXDDATE
   FbXX112B,#CLObOXDSYS
   FbXX112B,#OPNbOXDSYS
   FbXX112B,#OPNbOXDDATE
   To check: From CICS menu **pf7**, then **MRO2bCHKOPEN**
2. Run backup from JCL created from **<job1>** and **<job2>,** same backups but with a private GDG name. Located in **PDS <pds>.**

3. Enter Sunday's date in file **<file>** using File-Aid format

<format>.

4. Convert 7 files. Date file must be converted using the on-line VSAM file name.
5. I.T and use batch production transfer function to move batch programs to production.
6. Call operations to release schedule for <job> to start batch processing.

6:00 pm **Monitor batch runs for ABENDS or anything abnormal.**

Sunday, August 18, 1997

12:01 am **Backup transaction file.**

4:00 am **Monitor <subsystem> for any on-line problems.**

Call James Lee at home when system will be available.

Monday, August 19, 1997

4:00 pm - Until Complete **Monitor rating and <subsystem> for abends or errors.**

Sample Release Package Backout Procedure

Purpose: Use this sample procedure format to produce a contingency plan to be followed when newly implemented upgrades/changes must be removed.

<Subsystem> BACKOUT PROCEDURE

Saturday Batch Abends

Option 1: **Make corrections and continue processing:**

1. Correct program.
2. Refer to restart section of run instructions in I.R.R.I.

Option 2: **Need for complete backout:**

1. Restore files from special backup **<dataset(member)>.**
2. Call system software to backout CAPIS. Call on-call CICS support in pds **<pds>.**
3. Backout batch programs and copybooks.
4. Restart schedule from start.

Sunday On-Line Problems

Option 1: **Make corrections and continue processing:**

1. Close on-line files.
2. Make program corrections.
3. Open on-line files.

Option 2: **Total backout**:

1. Have operations close OXDDATE then OXDSYS.
2. Restore files from special backup using <dataset(member)>.
3. Call system software to backout CAPIS. Call on-call CICS support in pds dataset
4. Backout batch programs and copybooks.
5. Rerun Saturday batch schedule.
6. Have operations open OXDSYS then OXDDATE.
7. Run program (OXCFBEA) to create a work transaction file from the CFB using date parameters.
8. After on-line transaction has been processed until empty:
    A. Close the on-line transaction file.
    B. Copy the work transaction file to the on-line transaction file.
    C. Open the on-line transaction file.
    D. Start CICS transaction TR01 to process the transaction file.

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